



## **BUILDING / REGULATED ACTIVITY**

### **PERMIT APPLICATION**

Town of Kittery – Code Enforcement  
200 Rogers Road Kittery, ME 03904  
(207) 475-1308 www.kitteryme.gov

MAP \_\_\_\_\_ LOT \_\_\_\_\_

PERMIT # \_\_\_\_\_

DATE \_\_\_\_\_

#### **PROPERTY LOCATION:**

ADDRESS \_\_\_\_\_

BASE ZONE \_\_\_\_\_

R-RL/R-S/R-KPV/R-U/R-V/R-RC/CON/B-L/B-L1/B-P/C-1/C-2/C-3/MU/  
MU-BI/MU-KF

OVERLAY ZONE OR IN FLOODPLAIN AREA \_\_\_\_\_  
OZ-SL/OZ-RP/OZ-CF MU

#### **TYPE OF PERMIT REQUESTED: (CHECK ALL THAT APPLY)**

- |  |   |
|--|---|
| <input type="checkbox"/> NEW STRUCTURE   | <input type="checkbox"/> ACCESSORY BUILDING |
| <input type="checkbox"/> ADDITION  | <input type="checkbox"/> ELECTRICAL         |
| <input type="checkbox"/> DEMOLITION  | <input type="checkbox"/> SWIMMING POOL      |
| <input type="checkbox"/> RENOVATION INTERIOR                                     | <input type="checkbox"/> MOVE STRUCTURE(S)  |
| <input type="checkbox"/> RENOVATION EXTERIOR                                     | <input type="checkbox"/> COMMERCIAL         |
| <input type="checkbox"/> CHANGE IN USE OR NEW BUSINESS OCCUPANCY                 |   |
| <input type="checkbox"/> INSTALLATION, REPLACEMENT OR EXPANSION OF PIERS & DOCKS |   |
| <input type="checkbox"/> REMOVAL OF VEGETATION IN SHORELAND OVERLAY ZONE         |   |

#### **PROPERTY OWNER INFORMATION:**

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

☐ MUST PROVIDE COPY OF DEED, PURCHASE & SALES AGREEMENT  
OR OTHER DOCUMENTATION OF RIGHT, TITLE OR INTEREST.

#### **APPLICANT/CONTRACTOR INFORMATION (IF APPLICABLE):**

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

CERTIFICATION # \_\_\_\_\_

#### **PROPERTY INFORMATION:**

DIMENSIONAL STANDARDS      PROPOSED BUILDING SETBACKS

FRONT YARD \_\_\_\_\_ FRONT YARD \_\_\_\_\_

SIDE/REAR YARD \_\_\_\_/\_\_\_\_ SIDE/REAR YARD \_\_\_\_/\_\_\_\_

FRESH/COASTAL WETLAND: 100' FRESH/COASTAL WETLAND \_\_\_\_

☐ CHECK IF NON-CONFORMING

#### **LOT INFORMATION AND BUILDING COVERAGE (BC):**

LOT SIZE \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Acres

EXISTING BC \_\_\_\_\_ % ( \_\_\_\_\_ Sq. Ft. / LOT SIZE \_\_\_\_\_ X 100)

ALLOWED BC \_\_\_\_\_ % ( \_\_\_\_\_ Sq. Ft. / LOT SIZE \_\_\_\_\_ X 100)

STREET FRONTAGE \_\_\_\_\_ SHORE FRONTAGE \_\_\_\_\_

☐ CHECK IF NON-CONFORMING

WILL THIS PROJECT CREATE ONE ACRE OR MORE OF DISTURBED AREA? ☐ YES ☐ NO

*IF YES, YOU WILL BE REQUIRED TO FILE A MDEP NOTICE OF INTENT TO COMPLY WITH THE MAINE GENERAL CONSTRUCTION PERMIT.*

#### **COMPLETE DESCRIPTION OF PROJECT, INCLUDING DIMENSIONS OF ANY PROPOSED STRUCTURES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EROSION CONTROL REQUIRED? ☐ YES – Disturbing 1 cu.yd. or more of soil in Shoreland Overlay Zone ☐ NO

ESTIMATED VALUE OF WORK \$ \_\_\_\_\_ (FAIR MARKET VALUE INCLUDING MATERIALS & LABOR)

PRIOR TO ANY GROUND DISTURBANCE, PROPER EROSION AND SEDIMENT CONTROL MEASURES MUST BE IN PLACE PER MDEP GUIDELINES.

#### **THE FOLLOWING ARE REQUIRED TO BE SUBMITTED WITH THIS BUILDING PERMIT APPLICATION:**

- ☐ ONE SET OF FULL CONSTRUCTION DOCUMENTS (PREPARED BY A REGISTERED DESIGN PROFESSIONAL WHERE APPLICABLE) INCLUDING FOUNDATION PLAN WITH CROSS SECTION, FLOOR PLAN OF EACH FLOOR AND CROSS SECTION OF BUILDING WITH DESCRIPTION OF MATERIALS TO BE USED. *Requirements may be less for minor interior alterations as determined by the CEO.*
- ☐ SITE PLOT PLAN DRAWN TO SCALE TO SHOW LOCATION OF ALL EXISTING AND PROPOSED STRUCTURES, PARKING AREAS, SEPTIC SYSTEM INCLUDING TANK AND LEACH FIELD, WELL, EASEMENTS, DRIVEWAYS, AND DISTANCE TO PROPERTY LINES AND WETLANDS/WATERBODIES.
- ☐ THREE (3) SIGNED COPIES OF HHE-200 SEPTIC DESIGN FORM BY LICENSED SITE EVALUATOR (WHERE APPLICABLE).
- ☐ STANDARD EROSION AND SEDIMENT CONTROL MEASURES AGREEMENT FORM WHEN DISTURBING 1 CU.YD. OR MORE OF SOIL IN OZ-SL.
- ☐ PRIOR TO OCCUPANCY NEED VERIFICATION FROM CENTRAL MAINE POWER WITH A COMPLETED FORM-1190 (WHERE APPLICABLE).

PLEASE NOTE: Permit Fee MUST BE PAID and Permit MUST BE RECEIVED by Applicant BEFORE work may commence. REV12/2015

WHERE APPLICABLE AND PRIOR TO ISSUANCE OF BUILDING PERMIT, APPLICANT MUST SECURE APPROVALS FOR THE FOLLOWING SERVICES:

☐ NEW CONNECTION TO PUBLIC WATER SUPPLY☐ PRIVATE SUPPLY (NO SIGNATURE REQUIRED)

KITTERY WATER DISTRICT SUPERINTENDENT'S APPROVAL

DATE

☐ NEW CONNECTION TO PUBLIC SEWER☐ SEPTIC SYSTEM (NO SIGNATURE REQUIRED)\*

\* Attach copy of HHE-200 Subsurface Wastewater Disposal System application if proposal increases usage

KITTERY SEWER DEPARTMENT SUPERINTENDENT'S APPROVAL

DATE

☐ NEW DRIVEWAY ENTRANCE☐ EXISTING DRIVEWAY (NO SIGNATURE REQUIRED)

KITTERY PUBLIC WORKS COMMISSIONER'S APPROVAL

DATE

**CERTIFICATION:**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND ANY RELATED SUBMISSIONS TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT I AM RESPONSIBLE FOR COMPLIANCE WITH ALL APPLICABLE TOWN, STATE AND FEDERAL REGULATIONS AND THAT FAILURE TO COMPLY MAY RESULT IN THE IMPOSITION OF FINES, LEGAL FEES, AND THE ABATEMENT OF ANY VIOLATIONS TO INCLUDE ABANDONMENT OF USE AND OCCUPANCY AND CORRECTIVE ACTION SUCH AS THE REMOVAL OR MODIFICATION OF IMPROVEMENTS IF SETBACKS OR OTHER REQUIREMENTS HAVE NOT BEEN MET AND SATISFIED. I UNDERSTAND THAT THIS IS AN APPLICATION AND THAT I SHALL NOT BEGIN ANY IMPROVEMENTS UNTIL THE APPROPRIATE PERMIT(S) IS/ARE ISSUED NOR WILL I MAKE USE OF THE IMPROVEMENTS WITHOUT FIRST HAVING OBTAINED AN OCCUPANCY PERMIT. I WILL NOTIFY THE CODE ENFORCEMENT OFFICER OF ANY CHANGES TO THIS APPLICATION. **A PERMIT ISSUED IS SUBJECT TO APPLICABLE ORDINANCES AND MUBEC AS ADOPTED BY THE STATE OF MAINE AND TOWN OF KITTERY AND IS ONLY VALID FOR WORK AS DESCRIBED ON THIS PERMIT APPLICATION.**

PROPERTY OWNER SIGNATURE

DATE

APPLICANT/CONTRACTOR SIGNATURE

DATE

PRINT NAME

PRINT NAME

**A PERMIT IS EXPIRED IF SUBSTANTIAL WORK HAS NOT COMMENCED WITHIN SIX MONTHS FROM DATE OF ISSUE AND SUBSTANTIALLY COMPLETED WITHIN TWO YEARS PER TITLE 16.5.2.4.**

☐ APPROVED ☐ DENIED**TOWN CODE APPENDIX A FOR FULL FEE SCHEDULE**

Residential \$25 plus \$12/\$1,000 value of work  
Commercial \$100 plus \$15/\$1,000 value of work

APPLICATION BASE FEE: \_\_\_\_\_

BUILDING PERMIT FEE: \_\_\_\_\_

PUBLIC IMPACT FEE: \_\_\_\_\_

SEPTIC SYSTEM FEE: \_\_\_\_\_

TOTAL FEE: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_

CEO SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**INSPECTION SIGN-OFF:**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**ELECTRICAL ROUGH**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**ELECTRICAL FINAL**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**PLUMBING ROUGH**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**PLUMBING FINAL**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**SEPTIC SCARIFICATION**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**SEPTIC FINAL**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**OTHER:**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**FINAL OCCUPANCY**

**FOR OFFICE  
USE ONLY**

**NEW DWELLING UNIT**☐ SINGLE FAMILY☐ DUPLEX☐ THREE OR FOUR UNIT BUILDING☐ FIVE OR MORE UNIT BUILDING☐ ACCESSORY DWELLING UNIT (ADU)☐ CONDOMINIUM CONVERSION☐ PART OF AN APPROVED SUBDIVISION☐ OTHER: